



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution to Establish an Abatement Fee Schedule and Policies and Procedures for Rotating Abatement Contractor List

**MEETING DATE:** December 20, 2000

**PREPARED BY:** Community Development Director

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**RECOMMENDED ACTION:** That the City Council adopt by Resolution the attached Abatement Fee Schedule and Policies and Procedures for Rotating Abatement Contractor List.

**BACKGROUND INFORMATION:** As part of the code enforcement function in eliminating blight, nuisances, substandard and dangerous building conditions, the Community Improvement Division issues orders requiring the board-up and securing of vacant structures as well as the removal and clean up of garbage, junk and debris from yard areas.

Vacant, unsecured structures are required to be boarded up within one to ten days, depending on the severity of the hazard conditions. Likewise, accumulations of garbage, junk, debris and weeds are required to be cleaned up anywhere from five to fifteen days. Currently, in the event that the structure is not secured or the yards are not cleaned voluntarily within the required timeframe, the bid process is initiated in order to allow the City to have the work done and have costs billed to the property owner.

In order to obtain bids for these routine abatements, code enforcement staff work with the Purchasing Agent to establish a work description, distribute the bid documents, allow time for the bidders to visit the site and prepare and submit their estimate, and in some instances set and conduct pre-bid walk throughs before bids are received and opened and a contractor is authorized to proceed with the work as required. Going through this process does not allow the abatement to be done immediately after the required timeframe has expired as should be done.

In using this process, the costs for the abatements vary considerably depending on the number of bidders and the time of year.

In order to provide a more streamlined and effective process, many jurisdictions throughout the state have gone to a set Fee Schedule for routine abatement actions and have developed a list of contractors in their area that agree to participate in a rotating list for abatement work call-outs. In agreeing to participate in the rotating list, contractors agree to perform work to the standards set by that jurisdiction for the costs listed in the adopted Fee Schedule.

APPROVED:

  
H. Dixon Flynn -- City Manager

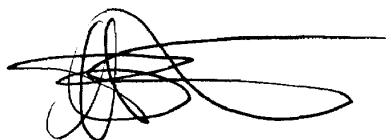
Locally, the City of Stockton has recently sat down with a number of their abatement contractors and have worked out a fair and equitable Fee Schedule for these routine abatements. Contact has been made with those contractors on the City of Stockton's list and they have all responded favorably in participating in the same procedure for the City of Lodi. A list of those contractors from Stockton's list who wish to participate in Lodi's abatement program is attached (Exhibit A). An additional recruitment will be conducted to bring on any additional contractors from this area who wish to be added to the rotating list. Community Improvement staff have reviewed the Fees established under the City of Stockton's program, and have concluded that they are reasonable for the work that is required to be performed in each abatement and have tailored that Fee Schedule for the City of Lodi (Exhibit B). A comparison of the costs for a recent Board-up Abatement is attached which supports that conclusion (Exhibit C).

The program will work as follows: When an abatement job comes available, the contractor at the top of the rotating list will be contacted and asked to meet at the property. At the property, code enforcement personnel will review the scope of work with the contractor and both will compare the work to be done with the work descriptions on the Fee Schedule Worksheet. Once all work has been covered and the Worksheet completed, the total costs are tallied and agreed upon by the contractor and the City Representative. At that point, a completion date is assigned and listed on the worksheet and both parties sign or initial to authorize the work to be done.

Once the abatement is completed, inspected and approved, payment is authorized and the costs are billed to the property owner.

In order to ensure a prompt response, contractors who agree to participate in the rotating list, agree to follow set policy and procedure; in regards to Board-up and Securing Abatements, the contractors also agree to follow certain guidelines that are established as a City Standard, in order to ensure that the structure remains secured and that the finished product is not an eyesore. A copy of City Standards for Board-up and Securing and the Policies and Procedures for the Rotating Abatement Contractor List are attached (Exhibits D & E).

FUNDING: Repair and Demolition Fund

A handwritten signature in black ink, appearing to read 'Konradt Bartlam', with a long horizontal line extending to the right.

Konradt Bartlam  
Community Development Director

Prepared by Joseph Wood, Community Improvement Manager

KB/jw

Attachments

cc: Joel Harris, Purchasing Agent

**List of Contractors  
For Rotating Abatement List**

**HARRIS CONSTRUCTION**  
12631 E. Live Oak  
Lodi, CA 95240

**SILVER FERN CONSTRUCTION**  
5637 N. Solari Ranch Road  
Stockton, CA 95215

**BAYLOR SERVICES, INC**  
P.O. Box 499  
Lockeford, CA 95237

**IRELAND LANDSCAPING**  
P.O. Box 4223  
Stockton, CA 95204

**SKYLINE CONSTRUCTION**  
8626 Lwr. Sacramento Rd. #50  
Stockton, CA 95202

**ALAN SPRAGG - GENERAL CONTRACTOR**  
972 Willora Rd.  
Stockton, CA 95207

**FIVE STAR CONSTRUCTION**  
7617 N. Pershing Avenue  
Stockton, CA 95207

**EXHIBIT A**

CITY OF LODI  
COMMUNITY DEVELOPMENT DEPARTMENT  
ABATEMENT FEE SCHEDULE FOR ROTATING CONTRACTOR LIST  
(SEPT 2000)

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
	<b><u>SECURING STRUCTURES</u></b>			
1.	Plywood Board-Up, Door, 4'x8'		\$70	
2.	Plywood Board-Up, Double Door, 8'x8'		\$150	
3.	Plywood Board-Up, Window, >2'6"x 4'		\$45	
4.	Plywood Board-Up, Window, >4'x4'		\$55	
5.	Plywood Board-Up, Window, >4'x6'		\$65	
6.	Plywood Board-Up, Window, >4'x8'		\$70	
7.	Plywood Board-Up, Window, >8'x8'		\$150	
8.	Plywood Board-Up, Crawl Space Opening		\$55	
9.	Plywood Board Up, Exterior Basement Door, 6'x7' <i>Using 3/4" Material</i>		\$190	
10.	Replace Single Car Garage Door		\$270	
11.	Replace Double Car Garage Door		\$535	
12.	Replace Sliding Glass Door, 6'		\$360	
13.	Replace Wood Basement Door, 6'x5'		\$185	
14.	Replace Front Double Wood Entry Doors		\$465	
15.	Replace Garage Pedestrian Door		\$155	
16.	Replace Under Floor Vents		\$30	
17.	Replace Attic Vents		\$35	
	<b>Securing Subtotal</b>			
	<b><u>PROPERTY CLEAN UPS</u></b>			
18.	Remove Garbage, Junk and Debris (hourly rate)	Hrs.	\$35	
19.	Remove Weeds and Shrubbery (hourly rate)	Hrs.	\$25	
	<b>Clean Up Subtotal</b>			
	<b>Total Amount</b>			

DATE OF JOB WALK: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

JOB TO BE COMPLETED BY: \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

CDD SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT B**

## REVIEW OF ABATEMENT COSTS

ADDRESS: 712 S. SACRAMENTO STREET

WORK DESCRIPTION: EMERGENCY SECURING OF VACANT COMMERCIAL BUILDING

### ACTUAL ABATEMENT COSTS

Emergency Service Call	\$ 68.25
Gas Powered Generator	\$ 78.75
Labor	\$223.12
Materials	\$416.66
<b>TOTAL</b>	<b>\$ 786.78</b>

### PROPOSED FEE SCHEDULE COSTS

(2) Plywood Board-up, Door, 4'x8' @ \$70	\$140.00
(1) Plywood Board-up, Double Door, 8'x8'	\$150.00
(8) Plywood Board-up, Window > 4'x4' @ \$55	\$440.00
<b>TOTAL</b>	<b>\$730.00</b>

EXHIBIT C

## MEMORANDUM

December 12, 2000

TO: PROPERTY OWNERS AND THEIR AGENTS  
ABATEMENT CONTRACTORS

FROM: CITY OF LODI  
COMMUNITY DEVELOPMENT DEPARTMENT  
COMMUNITY IMPROVEMENT DIVISION

**SUBJECT: CITY STANDARDS FOR THE SECURING OF VACANT STRUCTURES**

### SECURING MATERIAL

Minimum one-half inch (1/2") approved plywood or fiberboard sheet material for all openings with widths up to thirty-six inches (36").

Minimum three-quarter inch (3/4") approved plywood or fiberboard sheet material for openings with widths greater than thirty-six inches (36").

***Exception:** One-half inch (1/2") material may be used on openings that exceed thirty-six inches (36") in width, if openings are framed with 2x4 framing material, placed twenty-four inches (24") on-center.*

### METHOD OF INSTALLATION

Board-up material shall be cut to fit inset of window and door openings when possible.

Where inset of board-up material is not possible, board-up material shall not extend more than six inch (6") around edges of window or door openings, and material shall be flush against trim or wall material, so as to eliminate any overhang which would allow material to be pulled or pried away from building.

### METHOD OF FASTENING

Board-up material shall be secured to the building with a minimum of two and one-half inch (2 1/2") deck screws.

Screws shall be spaced no further than nine inches (9") apart and shall not be placed closer than one-quarter inch (1/4") nor further than two inches (2") from the edge of the board-up material.

### PAINTING OF BOARD-UP MATERIAL

All board-up material shall be painted either a neutral color or a color to match the trim or exterior of the structure.

**SPECIAL NOTE:** If board-up is done as an abatement action by a contractor for the City of Lodi, then special efforts shall be made to ensure that any overspray during the painting of the board-up material is prevented. Any overspray must be removed before job is approved for payment.

**EXHIBIT D**

**COMMUNITY DEVELOPMENT DEPARTMENT  
COMMUNITY IMPROVEMENT DIVISION**

**POLICY AND PROCEDURE  
FOR ROTATING CONTRACTOR LIST FOR SECURING/CLEAN UPS**

PURPOSE

To establish uniform and consistent policies and procedures for the administration of the Rotating Contractor List for Securing and Clean Up Abatements.

POLICY

The Community Improvement Division will establish and administer a Rotating Contractors List for the securing of vacant and/or damaged buildings, and for the removal of garbage, junk and debris for clean up abatements. The purpose of the rotating list is to expedite the abatement of nuisance and dangerous building conditions by assigning qualified contractors to perform the necessary code enforcement abatements after the Community Improvement Division has given adequate notice for the work to be done. The use of a rotating list will save staff time and money by eliminating the requirement to bid the most common types of abatements.

PROCEDURE

The Community Improvement Division will establish a Rotating Contractors List, a list of standardized work to be performed and standardized prices which will be paid for said work. This will be prepared and periodically updated based on public input from interested contractors who wish to be added to the rotating list.

Contractors that wish to be placed on the rotating list must show proof of the appropriate qualifications, i.e. contractor's license, business license, proof of insurance, and must agree to abide by the pricing listed in the Fee Schedule for doing requested abatement work. Failure to meet or maintain the required licenses and insurance will result in the immediate removal from the rotating list.

The Community Improvement Manager will be responsible for maintaining the rotating list and verifying with the Purchasing Agent that all contractors are qualified to be on the rotating list. The Purchasing Agent will be responsible for adding interested contractors to the rotating list.

When a contractor is needed for a securing or clean up abatement, Community Improvement staff shall check the list for the next available contractor on the rotating list. The officer shall then contact that contractor to schedule a job site inspection. If the contractor is unable to respond as requested, he shall be considered non-responsive and shall be moved to the bottom of the rotating list.

**Exhibit E**

If the contractor is found to be non-responsive for two consecutive requests or twice within a twelve (12) month period, the Community Improvement Manager shall have the authority to remove them from the rotating list.

Staff shall meet with the contractor at the job site and explain the scope of work. Both City staff and the contractor shall review and complete the Fee Schedule Worksheet in relation to that scope of work. Once the Fee Schedule Worksheet is completed and a total cost has been tallied, if agreeable to both the contractor and staff, it shall be signed and initialed and staff shall set a completion date. The contractor will then be authorized to complete the required work within the set time frame.

Failure by the contractor to commence and complete the work within the set time frame can be considered a failure to perform which will result in the assignment of the abatement to the next available contractor on the rotating list. If the contractor fails to perform twice within a twelve (12) month period, the Community Improvement Manager has the authority to remove them from the rotating list.

The contractor shall be responsible for contacting the officer and/or the Community Improvement Manager when the work has been completed so that it may be inspected and approved by Community Improvement Division staff. If the work is satisfactory and performed to specifications, the officer shall inform the Community Improvement Manager and that contractor shall be moved to the bottom of the list.

The contractor's payment shall then be processed for payment by the Community Improvement Division to ensure that the contractor is paid in a timely manner. Community Improvement Division staff will then initiate cost recovery by billing the property owner for the abatement costs and any Administrative Fees.



RESOLUTION NO. 2000-235

A RESOLUTION OF THE LODI CITY COUNCIL ADOPTING THE  
CODE ENFORCEMENT ABATEMENT FEE SCHEDULE, APPROVING  
ESTABLISHMENT OF A ROTATING CONTRACTOR'S LIST, AND  
FURTHER ADOPTING POLICIES AND PROCEDURES FOR  
ROTATING ABATEMENT CONTRACTOR LIST  
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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LODI AS FOLLOWS:

SECTION 1.

WHEREAS, the Lodi Municipal Code requires the City Council, by Resolution, to set fees for various services provided by the City of Lodi to recover those costs associated with providing specific services and programs; and

WHEREAS, as part of the Code Enforcement function in eliminating blight, nuisances, substandard and dangerous building conditions, the Community Development Community Improvement Division issues orders requiring the board-up and securing of vacant structures as well as the removal and clean up of garbage, junk and debris from yard areas; and

WHEREAS, vacant, unsecured structures are required to be boarded up within one to ten days, depending on the severity of the hazardous condition; and

WHEREAS, currently, in the event that the structure is not secured or the yards are not cleaned voluntarily within the required time-frame, the bid process is initiated in order to allow the City to have the work done and have costs billed to the property owner; and

WHEREAS, the bid process entails working with the Purchasing Dept. to establish a work description, distribute the bid documents, allow time for the bidders to visit the site and prepare and submit their estimates, and in some instances set and conduct pre-bid walk-throughs before bids are received and opened, and then giving authorization to the contractor to proceed; and

WHEREAS, the bid process does not allow the abatement to be done immediately after the required time-frame has expired, and in using this process, costs for the abatements vary considerably depending on the number of bidders and the time of year; and

WHEREAS, in order to streamline the process, staff recommends:

- (1) establishing Abatement Fee Schedule for the Community Development Department Community Improvement Division so that the necessary work can be performed almost immediately, as shown on Exhibit A attached; and
- (2) establishing a rotating contractor's list to perform the work, to be updated periodically and maintained by the Community Improvement Manager; and
- (3) adopting Policies and Procedures for Rotating Abatement Contractor List for Securing and Cleanups, as shown on Exhibit B attached.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lodi does hereby approve staff recommendations as listed above.

SECTION 2. All resolutions or parts of resolutions in conflict herewith are repealed insofar as such conflict may exist.

SECTION 3. This resolution shall be published one time in the Lodi News Sentinel, a daily newspaper of general circulation printed and published in the City of Lodi, and shall be in force and take effect December 20, 2000.

Dated: December 20, 2000

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I hereby certify that Resolution No. 2000-235 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 20, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor  
Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk

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CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CDD SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## **EXHIBIT B**

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The contractor shall be responsible for contacting the officer and/or the Community Improvement Manager when the work has been completed so that it may be inspected and approved by Community Improvement Division staff. If the work is satisfactory and performed to specifications, the officer shall inform the Community Improvement Manager and that contractor shall be moved to the bottom of the list.

The contractor's payment shall then be processed for payment by the Community Improvement Division to ensure that the contractor is paid in a timely manner. Community Improvement Division staff will then initiate cost recovery by billing the property owner for the abatement costs and any Administrative Fees.